

Draft Guidance

Public Safety Management Plan Example Checklist

[The checklist below is a draft, internal tool that is being developed to help implement the new procedures. Project managers will be encouraged to reference existing project documentation wherever possible to avoid duplication of effort. Monitoring for safety elements can and should be integrated with broader monitoring objectives.]

I. Purpose

- a. Define the scope and purpose of the Plan
 - i. Explain how this plan will identify, assess, and prioritize emerging risks related to the project;
 - ii. Explain how this plan will be used to inform and direct corrective actions to prevent or minimize the impact of the project and resulting outcomes.

II. Project Description

- a. Project Location and Geomorphic and Ecological Setting

Explain where the project is located and describe key details about the setting relative to hydraulic (e.g., flow velocity, volume and direction), physical (e.g., gradient and confinement) and biological (e.g., fish use, riparian conditions) characteristics, as well as the history of the site (e.g. pre-dam channel pattern).
- b. Project Goals
 - i. Explain how the project is expected to function and what it is intended to accomplish, in a broad sense (e.g., restore geomorphic processes and increase channel complexity).
 - ii. Explain how the project relates to watershed recovery goals or the implementation of a habitat or flood plan. Refer to relevant design or other guidance documents.
- c. Project Objectives
 - i. Describe the specific features of the project that are intended to accomplish the project goals (e.g., a revetment will be removed to allow the river to migrate laterally into the left bank, recruit wood, and form off-channel habitat).
 - ii. Describe the anticipated site evolution; reach context; degree of certainty about specific outcomes. To the extent feasible, quantify anticipated changes.
 - iii. Describe how these objectives are expected to achieve the project goals.

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d. Uncertainties

- i. Explain key assumptions that strongly influence the cost, design, or potential performance of the project, and the degree to which they have been rigorously tested.
- ii. List sensitive issues that warrant special attention after implementation (e.g., the need to avoid adverse impacts to homes or infrastructure on neighboring lands, anticipated changes in flow velocity and direction, likely alteration to wood and sediment accumulation patterns).

III. Existing Public Uses In Vicinity of Site

a. Existing Recreational Uses

Describe what is known about recreational use of site (e.g, type of use such as swimming, boating, fishing, wading, or floating and skill level) and source of information.

b. Local Infrastructure

Describe infrastructure in vicinity of project (e.g., roads, bridges, utilities) that could be affected by the project.

c. Nearby Public and Private Land Uses

Describe land uses in vicinity of project (e.g., residential, commercial, schools, open space).

IV. Public Safety Risk Analysis and Design Response

a. Potential Public Safety Project Impacts

Identify, assess and prioritize potential risk or hazards that may occur in association with the project. List and describe the risks, the likelihood of their occurrence, and the severity of resulting consequences. (May include site map of anticipated hazards or delineation of distinct hazard zones.)

i. Built features.

ii. Site and reach changes likely to impact public safety.

b. Public Safety Elements in the Design

Describe how risks were addressed in the design, including overall design concepts, structural design elements, engineering factors of safety, wood placement design standards, access and portage routes, signage, outreach, and external public safety review.

V. Strategy for Evaluating Site Management Alternatives

a. Scenario Planning

Describe most likely project outcomes and scenarios that would warrant evaluation for a response action.

b. Range of Response Actions

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Describe the range of actions, including: monitoring; informational signage; public outreach and education via media, websites, or direct notification; providing or enhancing access points and portage routes; wood repositioning; and restricting access (e.g., temporary river closure).

c. **Designation of Preferred Response Actions.**

Define the types of conditions that would be applicable (triggers) for each response action(s). Describe how the appropriate action will be selected using a progressive management strategy that places priority on seeking the least intrusive solution.

VI. Public Safety Monitoring

a. **Methods for monitoring risks/hazards**

- i. Incident response – Use of Log Hazard Evaluation Form
- ii. Inspection Techniques
- iii. Inspection Schedule
- iv. Action triggers

b. **Communication and coordination**

Describe how monitoring results will be recorded and reported.

VII. Implementation and Documentation of Site Management Actions

a. **Site Custodian**

Define WLRD Section and staff member(s) responsible for monitoring and for implementing management actions. This may include the project manager, engineer, ecologist, geomorphologist and maintenance personnel. May insert a flow chart for coordinating corrective/response actions.

b. **Reporting**

Record inspection findings, alternative evaluation considerations, and summary justification of selected action. Describe where records of action will be stored.